

INSTRUCTIONS FOR COLLECTING COMPLIANCE WATER SAMPLES FOR Total Organic Carbon (TOC)

Note: Sample kits are pre-coded and can be used only for the tests and public water systems listed.
Do not change the test codes or switch the paperwork or bottles from other sample kits.

**(One sample is collected at source and the second is collected at distribution
site by following the steps below)**

1. Collect sample at the sample points preprinted on the sample form.
2. Remove any screen, hoses and aerators from end of faucet.
3. Run COLD water for 3 to 5 minutes to make sure water has not been sitting for a long time in pipes or tanks.
4. Turn water down so it does not splash.
5. Remove container cap. Do not allow inside of cap, inside of bottle, or bottle threads to be touched by any object.
6. Fill vial carefully until water is actually above the rim. (This will prevent the formation of an air pocket in the vial).
7. Carefully hook cap over the top of the vial, trying to match the threads as shown in the diagram on the back of these instructions. The Teflon side of the septum must be down (facing the sample).
8. Screw cap on securely.
9. Fill out the required information on sample form. **SIGN THE FORM!** The sample will not be processed unless the form has a signature!
10. Return bottle with completed paperwork to lab. If mailed, use the enclosed label "Water Sample First Class Non-PMPC Direct to Augusta." **SAMPLE MUST ARRIVE AT LAB WITHIN 30 HOURS OF COLLECTION!**

IF YOU HAVE ANY QUESTIONS....PLEASE CALL THE MAINE DRINKING WATER PROGRAM AT (207) 287-2070 OR THE LABORATORY AT (207) 287-1716.

NOTE: If you do not want to use the Health & Environmental Testing Laboratory for your water testing, or do not wish to be on the automatic shipping list for sample kits, please return this kit and paperwork to the laboratory.